

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE MINUTES

Thursday, April 10, 2008

In attendance: Randy Smith, H&W David Fulkerson, DFM
 Don Berg, LSO Merideth Hackney, SCO
 Don Robbins, IIC Jim Carter, SCO
 Linda Georgiev, Agriculture

Agenda 1: Minutes

Previous minutes accepted. (March meeting had been canceled)

Agenda 2: Update on Independent Contractors Policy

Ed Bowden was not in the meeting to present his draft of the policy. Discussion pushed out to next meeting.

Agenda 3: Review of General Guidelines

Merideth presented a "General Guidelines" document for review containing several issues recently discussed by FPAC – contract monitoring, education expense reimbursement, travel and p-card rules, cash management, and reporting of fraud. Merideth asked for discussion on the issues included in the document, the format, and also for agreement on or addition to the issues.

In regards to content, Randy asked if Merideth had explored the possibility of a statewide education reimbursement program. Merideth said that Leslie Mickelson (SCO) did some research and it was concluded that it would not be possible for SCO to develop such a program or policy. Leslie did send a memo to agencies regarding the coding of education expense reimbursement and also provided links to IRS documentation.

David asked if the fraud issue should be postponed because SCO was developing a fraud hotline and thought they might be developing ways to respond to and track reports of fraud. Merideth said that the program might not be implemented for awhile, so a guideline could be useful for agencies in the interim. David will review this guideline section and clarify the list of contacts – perhaps removing local police contact and providing just the Attorney General contact (who would determine if local police would be involved). Don Berg suggested that property crimes would be a situation for local police contact. Merideth asked if the wording of the issue is specific to 'known' fraud or if it needs to include 'suspected' fraud. David said that this is something that a contact entity would probably determine if it is known or suspected.

Merideth said that the Cash Management issue had been suggested by the Reporting Review section in SCO. David asked if the Federal Issues section of the FPAC manual could be put into a Guideline. Don Berg said that most grant managers understand the issue already, but that some of the mechanics of fiscal coding would be useful to offer to agencies.

Merideth will follow up with Dept of Corrections regarding what specifics they wanted the Travel and P-Card Rules to cover.

Merideth will also follow up with Margaret Campbell regarding her suggestion for guidelines about Pre-paids and payables.

In regards to the format of the guidelines document, David suggested using the second title (Heading 2) as the main title (Heading 1) and also to publish each issue separately. Don Berg suggested adding a Footer stating that the document is a guideline and not FPAC policy.

Merideth asked if Don Berg had received feedback from LSO regarding any issues that could be addressed by FPAC. Don said that he did get questions about employee convenience expenses. Specifics of these expenses were discussed in February FPAC meeting. Also Don noted that some of his staff did not know where to find FPAC policies. LSO is updating their web site and will provide links to them. Communication and notification regarding FPAC policies will also be distributed to his staff.

David asked if Reporting and Review (SCO) had made any updates to intangible assets policy. Merideth will get the updates and distribute them to the committee for next meeting's agenda.

Next meeting: May 8, 2008, 1:30 PM in the State Controller's Office, 4th Floor conference room A.

Agenda:

1. Independent Contractors review – Ed Bowden
2. Guideline for items of employee convenience
3. Review and discuss intangible assets.